



JOB DESCRIPTION

JOB TITLE: Fiscal Support Specialist	FLSA: Non-Exempt
Department: Accounting Services- Accounts Payable	Date Revised: 5/19/2015
Security Sensitive: Yes	Grade: B-21
Reports To: Director of Business Services	

Job Summary

Under general direction of the Director of Business Services, the Fiscal Support Specialist is responsible for the accurate and timely collection and subsequent disbursement of College funds ensuring compliance with federal, state, and College policies.

Essential Functions

- Coordinate the opening\closing of the Bursar Office window.
- Assist walk-up traffic with prompt and courteous customer service.
- Assist in the processing of all forms of payment to the College.
- Verify AP checks to AP check report; then distribute as specified.
- Maintain control of cash drawers; reconcile trial balance daily.
- Maintain control, issue, and reconcile petty cash requests daily.
- Process daily bank deposits from previous day transactions, and schedule bank deposits with Security Department.
- Verify accuracy of non-credit refund requests.
- Respond courteously to external and internal questions concerning cash payments.
- Provide assistance/information to student inquiries regarding tuition, fees/schedules, etc.
- Verify correctness of tuition vouchers, and ensure that all required support documentation for each agency is present (in preparation for billing).
- Prepare and invoice third party agencies for tuition and fees for credit and non-credit classes.
- Interface with agencies to resolve any issues with invoiced payment amounts.
- Receive agency payments and reconcile with issued invoices.
- Assist with the metering of all USPS and DHL outgoing mail.
- Charge departments for postage, and run monthly reports of these charges.
- Answer and direct/resolve incoming Business Office calls.
- Assist with the registration process.
- Perform record management of files.
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;

- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Perform other duties as assigned.

Minimum Education, Skills and Abilities

- Associate degree in related area and three years experience in an accounting office or an equivalent combination of education and experience.
- Excellent problem solving abilities;
- Knowledge of reconciliation procedures with the ability to reconcile accounts;
- Effective customer service skills;
- Ability to meet deadlines for assigned respective projects;
- Experience with automated accounting systems;
- Proficiency in the use of PC's and associated software applications.

Work Environment

- Work primarily in a climate controlled environment with minimal safety/health hazard potential. Sedentary, sitting, walking, occasional lifting (overhead, waist level) from floor, bending, frequent near vision use for reading and computer use; frequent stressful conditions (cardiovascular).

Special Requirements

- Ability to work evenings during registration or as required;
- Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? _____

Signature

Date

